

**EASTERN CONNECTICUT STATE UNIVERSITY  
JOB OPPORTUNITY**

**LIBRARY TECHNICAL ASSISTANT – ACCESS SERVICES  
J. EUGENE SMITH LIBRARY - ECSU**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on current exam list  
**Location:** Willimantic, CT  
**Job Posting No:** 56993  
**Hours:** M-F 8:00am – 5:00pm  
**Salary:** AR -16 - \$46,830 – \$60,242  
**Closing Date:** November 14, 2014

**Eligibility Requirement:** Candidates on the current active Library Technical Assistant exam list or permanent state employees who has permanent status in the title of Library Technical Assistant. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this vacancy.**

**Duties include but are not limited to:** Circulates books and other library materials using manual and/or automated systems; performs catalog maintenance activities such as filing, transferring, updating, revising and withdrawing cards/filed; retrieves bibliographic information from automated library systems for circulation, interlibrary loan or copy cataloging purposes; receives and processes orders for print and non-print materials; performs and/or supervises performance and stack maintenance activities including sorting, shelving and shifting of material; assist patrons in locating and using library materials for binding; may enter bibliographic information onto automated library systems; may process interlibrary loan requests by filling those received from other libraries and/or searching for and requesting materials from other libraries; may instruct and supervise students and others in performance of library activities; may check in books and other library materials; may process invoices; may be responsible for monitoring student hours and payroll for those assigned; may correspond with vendors, publishers and library patrons as required; performs related duties as required.

**Minimum Qualifications Required Knowledge, Skill and Ability:** Basic knowledge of library science techniques and practices; basic knowledge of library classification systems; knowledge of recordkeeping procedures; interpersonal skills; oral and written communication skills; ability to operate automated library systems.

**Experience and Training:**

**General Experience:**

Two (2) years of experience in library work.

**Substitution Allowed:**

Two (2) years of college training equaling sixty (60) semester hours with at least twelve (12) semester hours in library science may be substituted for the General Experience.

STATE JOB SPEC: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=5973>



LTA - Access  
Services.pdf

DEPT JOB Des:

**Application Instructions:** Interested and qualified candidates who meet the above requirements should complete an Eastern Application as well as send a cover letter, resume, and three letters of reference to La Shawn McBride, Office of Human Resources, Gelsi & Young Hall, 83 Windham Street, Willimantic, CT 06226. To access the application click the following link: <http://www.easternct.edu/humanresources/Emapp.pdf>

**Individuals with reemployment/SEBAC rights must be given first preference for this position.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.